



QUALITY MANAGEMENT SYSTEM Carbon Reduction Plan (CRP)

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WRB P12	2	11.12.2024	1 of 12	R Bishop - MD

INTRODUCTION

We aim to achieve net zero as an organisation from 2050. To achieve this ambitious aim, we will make reducing carbon emissions integral to all business planning and decision-making processes. This Carbon Reduction Plan details the key initiatives we will put in place as our business grows to achieve our Net Zero ambitions.

LEGISLATIVE & POLICY CONTEXT

The climate crisis is one of the biggest challenges of our time. Wales declared a climate emergency in 2019 and the Welsh Government has legislated to reduce greenhouse gas emissions to net zero by 2050.

This Carbon Reduction Plan supports:

- The 17 UN Sustainability Development Goals (SDG), which cover global issues such as poverty, inequality, and climate change and which the private sector is expected to contribute towards.
- The Well-being of Future Generations (Wales) Act (2015), which provides a framework for sustainable development in Wales and aims to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- The Environment (Wales) Act 2016, which requires Wales to reduce greenhouse gas emissions to net zero for the year 2050 and introduces several measures to improve and protect the environment in Wales.
- Prosperity for All: A Low Carbon Wales and Net Zero Wales Carbon Budget 2, which set out the different commitments and actions needed from Welsh individuals, businesses, and the public sector in order to reach net zero emissions by 2050.
- The Towards Zero Waste and Beyond Recycling strategies which set out the actions needed for Wales to become a zero-waste nation by 2050 while maximising on the economic potential from the circular economy.
- NHS Wales Decarbonisation Strategic Delivery Plan that outlines how NHS Wales aims to reduce the carbon impact of its supply chain activities as part of its ongoing commitment toward environmental sustainability.

BASELINE AND CURRENT EMISSIONS

Baseline Emissions

Baseline emissions are the reference point against which emissions reduction can be measured. They are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions.

This is our first time calculating our emissions so baseline and current emissions are the same.

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Baseline Year: 2024	
Additional Details relating to the Baseline Emissions calculations.	
<ul style="list-style-type: none"> • Calculated using the Business Wales Carbon Calculator. • Scope 1 emissions are from fuel you consume directly as a business. This can be fuel for heating (gas or heating oil) or fuel for company owned vehicles (petrol or diesel). • Scope 2 emissions are from the electricity your business uses. • Scope 3 emissions are from everything else. This includes water use, other business travel and our spend on goods and services. It also includes some emissions that occur as an indirect result of your use of fuels and electricity. 	
Current year emissions:	
Scope 1	146.5 tCO ₂ e
Scope 2	12.9 tCO ₂ e
Scope 3	65.6 tCO ₂ e
Total Emissions (tCO₂e)	225 tCO₂e

Scope 1:

Petrol and diesel consumption from company owned vehicles.

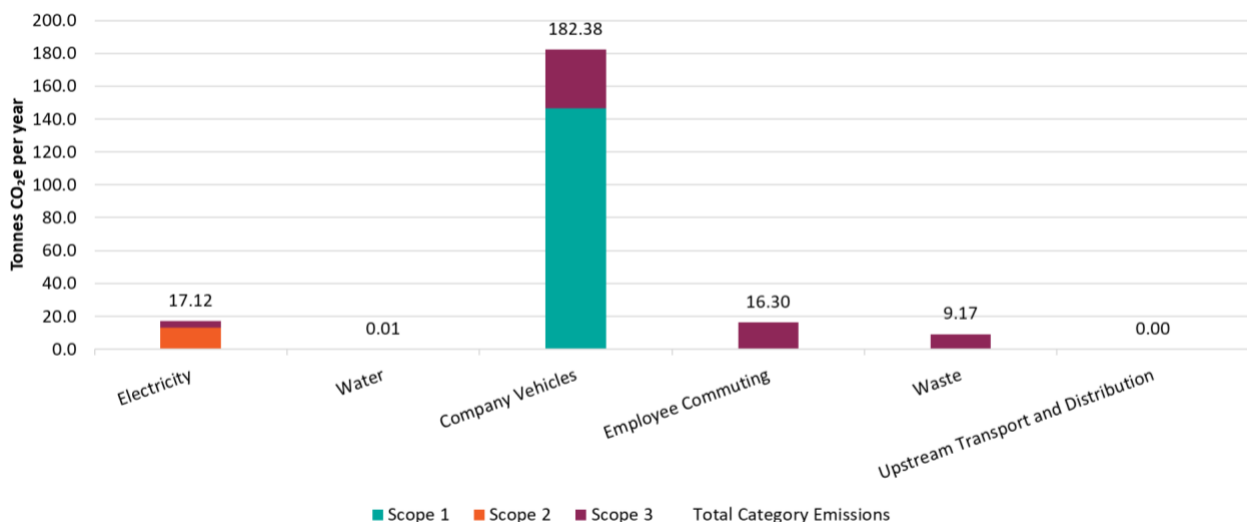
Scope 2:

Electricity consumption at our office and warehouse.

Scope 3:

The Scope 3 emissions relevant to our business include: waste generated by the business, the purchase of goods services, employee commuting, and upstream transportation and distribution. We have not included emissions from purchased goods and services and upstream transportation and distribution as we do not have the required data for these categories yet. We are working to include it for our next report.

2024 EMISSIONS BY CATEGORY

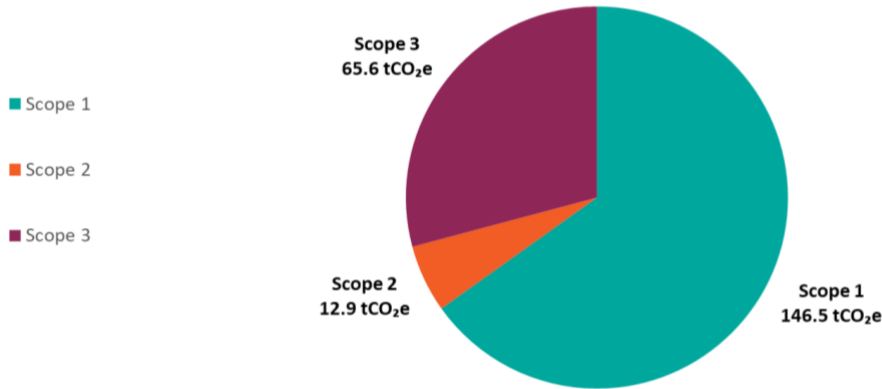




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2024 EMISSIONS BY SCOPE



WWPN06/21 Relevant Emissions and explanation of why we haven't included Upstream T&D, Business Travel, and Downstream T&D.

Scope	WPPN 06/21 Category	Location-based emissions (tonnes CO ₂ e)	Share of total emissions (location-based)	Market-based emissions (tonnes CO ₂ e)	Share of total emissions (market-based)	Notes
1	Scope 1	146.5	79%	146.5	79%	Includes Company owned vehicles.
2	Scope 2	12.9	7%	12.9	7%	Electricity consumption from our office and warehouse.
3	Upstream T&D	0.0	0%	0.0	0%	Waiting to get necessary data from our suppliers.
3	Waste	9.2	5%	9.2	5%	Includes general and construction waste, where applicable, as well as waste water treatment.
3	Business Travel	0.0	0%	0.0	0%	NA. All business travel takes place in company owned vehicles.
3	Employee Commuting	16.3	9%	16.3	9%	Estimated based on emissions from 5 office staff and the 10 drivers who commute to site.
3	Downstream T&D	0.0	0%	0.0	0%	NA. All business travel takes place in company owned vehicles.

OFFSETTING

We are a member of The Fuel Store's Clean Air Partnership and during 2023-2024, our operation has contributed to having 114 trees planting, offsetting 28.5 tonnes of CO₂.

NET ZERO TARGET

In order to be net zero, we need to first make significant **reductions to our carbon** emissions and then offsetting as a last resort. Any offsetting will be used to counteract the essential emissions that remain after all available reduction initiatives have been implemented.

We are expecting to grow our business over the next few years and so it is likely that our emissions will increase. Therefore, to reflect our reduction efforts despite overall growth, we will report our emissions relevant to £1M turnover.

2024 total emissions relevant to turnover = 225 tonnes CO₂e / annual turnover (£8.5M) = 26.47CO₂e/£1M turnover.

We project that our location-based emissions will increase to ~28 tCO₂e/£1M by 2030. This is an increase of 5%. The increase will be a result of the larger geographical boundary that we plan to operate from,



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significantly increasing our annual mileage. Despite the overall mileage increase, we aim to keep emissions as low as possible by switching part of our fleet to zero emission vehicles, reducing mileage where possible (e.g. through using route planning software and switching to a green energy tariff. We also plan to offset 30-50 tonnes of CO₂ annually through our Fuel Store's Clean Air Partnership. When this is taken into account, our emissions will be 25-23 tCO₂e/£1M by 2030.

Without these changes, we estimate our emissions would increase to 32 tCO₂e/£1M by 2030, an increase of ~20%.

METHODOLOGY AND GOVERNANCE

The rest of this action report lists the carbon reduction projects we will need to complete to meet our carbon reduction targets and to become Net Zero.

Our Sustainability Champion will monitor our progress against the projects set out in this Action Plan and ensure that we meet the targets set.

The Sustainability Champion will review our progress annually and publish the findings in an annual sustainability report. They will also regularly report our progress to our key stakeholders.

CARBON REDUCTION PROJECTS

1. Completed Initiatives (prior to 2024/2025)

The following carbon reduction measures and projects have been completed prior to creating this action plan:

- Reuse plastic and cardboard packaging where possible. Where possible we provide a recyclable packaging 'take – back' scheme e.g. collection of pallets from hospitals and collection of returnable/re-useable plastic crates.
- Responsibly recycle our own waste.
- Bulk buy orders where possible to reduce packaging and avoiding unnecessary packaging both on goods received and good dispatched, whilst ensuring product safety and quality is not compromised.
- Use GPS trackers to monitor and reduce mileage.
- Maintaining our vehicle fleet to reduce our carbon impact – both mechanical maintenance and user maintenance - tyre condition, tyre pressure etc.
- Planning our pickup and delivery routes to optimise the use of fuel, cost and time whilst maintaining customer service and expectation.
- Operate from a modern purpose-built warehouse that has 2 purpose-built, insulated, energy efficient chillers and an insulated office facility.

2. Calculate Our Emissions

To manage our emissions, we need to regularly monitor and record our emissions. This data capture plan is how we plan to measure and record our emissions going forward. The Sustainability Champion is responsible for collecting and recording the data as well as publishing the annual emissions report.

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ACTION	TARGET	TIMEFRAME	RESPONSIBLE	COST
<ul style="list-style-type: none"> Identify a person in the organisation who is responsible for collecting the emission data and for ensuring a progress review of these actions is carried out 	Sustainability Champion appointed	ASAP	MD <i>(Supported by the Technical Manager)</i>	£
<ul style="list-style-type: none"> Create a database to easily record and review our emission data. 	Database created.	ASAP	Sustainability Champion (BDM)	£
<ul style="list-style-type: none"> Identify our total Scope 1,2 & 3 emissions. 	Emissions itinerary created.	ASAP	Sustainability Champion (BDM)	£
<ul style="list-style-type: none"> Create plan for assessing how will we start collecting data in order to calculate our emissions from purchased goods and services and transport and distribution data. 	Supply chain and transport and distribution data collection plan created.	Mid-Term	Sustainability Champion (BDM)	£
<ul style="list-style-type: none"> Continue to offset emissions through the Fuel Store's Clean Air Partnership tree planting scheme. 	30-50 tonnes CO2 offset annually.	On-going	MD Sustainability Champion (BDM)	££

3. Transport

Most of our emissions comes from transport- petrol and diesel consumption from company owned vehicles and employee commuting. We have explored the use of electric vehicles, however current electric vans on the market do not meet our needs based on the size/weight of our vans, the load they carry and the distance they travel. Therefore, our reduction will be based on reducing mileage and making sure the vehicles we have are operating as efficiently as possible.

Refer to the table on the following page

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ACTION	KPI	TIMEFRAME	RESPONSIBLE	COST
Employee/Client Travel				
<ul style="list-style-type: none"> Conduct staff commuting survey to review current commuting & identify barriers that staff consider hinder their ability to use public transport, active travel, or car share to get to the workplace. Continue to conduct regular staff surveys (e.g. annually) to assess changes in transport behaviour, specifically uptake in active and public transport for commuting. Communicate findings with staff. Where travel demand remains high, explore and understand barriers to reducing demand with staff. 	<p>Feasibility study conducted</p> <p>Minimum of 2 engagement sessions held per year</p>	Short term	Sustainability Champion (BDM), Sales & Transport Manager, Technical Manager	£
<ul style="list-style-type: none"> Majority of employees start shift between 1am & 6am, therefore active & public transport isn't feasible. We will encourage staff to vehicle share. We will encourage comms between employees who travel to the same destination and explore options 	<p>10% of staff who travel will car pool</p> <p>Car pool policy created</p> <p>1 car pool incentive created and offered to staff by 2026</p>	Medium term	Sustainability Champion (BDM), Sales & Transport Manager, Employees	£
<ul style="list-style-type: none"> Implement a salary sacrifice scheme to encourage uptake of EV (electric vehicles) by staff 	Salary sacrifice scheme implemented	Mid term	Directors, sustainability team, staff, external consultants	£-££

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ACTION	KPI	TIMEFRAME	RESPONSIBLE	COST
Company Owned Vehicles				
<ul style="list-style-type: none"> Assess journey types/trip purpose & determine the proportion of fleet journeys that could be performed by EVs or other low carbon vehicle types. 	Feasibility study conducted	Short term	MD, Directors Sustainability team external consultants	££
<ul style="list-style-type: none"> Based on feasibility study, we will transition away from fossil fuels to EV or low emission vehicle 	Annual review of electric vehicles available on the market 5-10% of EVs in fleet	Long term 2030	MD, External consultants	££
<ul style="list-style-type: none"> Based on feasibility study, explore how many charge points are required; what locations at site are viable; whether additional work is required (e.g. upgrading electrical systems) 	Feasibility study completed Number of charge points that would be required	Short-medium term	Directors Sustainability Champion (BDM) External Consultants, Contractors/ Suppliers, Local Charging Stations, other local stores	££- £££
<ul style="list-style-type: none"> Continuously monitor vehicles for wear and tear, servicing at regular intervals, obtaining the most efficient vehicles feasible. 	Contracts in place for maintenance/service sessions	On-going	MD, Sales and Transport Manager	££
<ul style="list-style-type: none"> Invest in route planning software 	Software installed Annual mileage	Short-term	MD, Sales and Transport Manager	££- £££
<ul style="list-style-type: none"> Regularly train staff on driving efficiency practices & vehicle sharing. 	Number of training sessions held	On-going	Sales and Transport Manager with support from the Technical Manager	£
Transportation and Distribution within the Value Chain				
<ul style="list-style-type: none"> Ask the logistics providers & suppliers to provide data on how far and what mode of transport was used to deliver our procured goods. 	3 key suppliers contacted and collected information from.	Long-term	Sustainability Champion (BDM), Sustainability Team	£

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4. Energy & Water Efficiency

We operate from a purpose built warehouse that has 2 purpose built, insulated, energy efficient chillers and an insulated office facility. We do not own the building and so are limited to what actions we can take. Therefore, to ensure we have low electricity and water consumption rates, we must encourage our staff to follow water and energy saving practices.

ACTION	KPI	TIMEFRAME	RESPONSIBLE	COST
<ul style="list-style-type: none"> Review lease agreements & speak with landlord to determine our responsibilities for maintenance / improvements versus landlord Discuss with landlord their decarbonisation commitments & obligations. 	Number of discussions had with landlord Annual energy consumption	Short term	MD	£
<ul style="list-style-type: none"> Conduct annual water/energy survey reviewing: Lighting Systems, Fridges/Chillers, Heating, Building insulation, Equipment, Toilets, Taps. 	Energy /water audit completed Annual energy consumption Annual water consumption	Medium term	Technical Manager, Sustainability Champion (BDM), Sales and Transport Manager	£
<ul style="list-style-type: none"> On completion of energy audit, speak to landlord regarding feasibility of upgrading warehouse e.g. incorporating auto LED lighting to reduce energy demand. 	Number of improvements made Annual energy consumption	Medium term	MD, Landlords	££-£££
<ul style="list-style-type: none"> On completion of water audit, liaise with landlord re repairing leaks & dripping taps and replacing existing fixtures with more efficient alternative e.g. low-flow taps/ aerators to reduce wasted water consumption. 	Water audit completed Annual water consumption	Short term	MD, landlords, external contractors	££
<ul style="list-style-type: none"> Staff training initiatives held to communicate to staff how their own behaviour can assist in reducing energy use, both at home and in operational buildings. This could include signposting staff to relevant resources and Government support available to improve their home energy efficiency when working from home. 	Number of staff training sessions held Annual energy consumption	Short term	Directors, Sales & Transport Manager, Staff	£

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5. Waste

Most of our waste comes from packaging that is necessary to protect our products. We make sure to reuse packaging where possible and send packaging to be recycled. Due to the nature of our work, we are not currently able to move to being a paperless business (our clients need paper invoices). However we will look at our internal processes and see where we can move away from paper towards digital processes.

ACTION	KPI	TIMEFRAME	RESPONSIBLE	COST
<ul style="list-style-type: none"> Ensuring staff follow best practice is essential to achieving high recycling rates /reduced waste. Offer expanded guidance on best waste practices and hold training sessions. 	Number of staff training sessions held Recycling rates	Short term	Sustainability team, external trainers, staff	£-££
<ul style="list-style-type: none"> Undertake an assessment of waste prevention interventions to assess their impacts and costs, before implementing those selected. 	Waste audit undertaken	Short term	Technical Manager, Office Staff,	£-££
<ul style="list-style-type: none"> Set up a plan to record how much waste we send to be recycled/ disposed of and set annual targets to reduce this. 	Waste reduction targets set	Short term	Admin Team/Accounts, Technical Manager	£
<ul style="list-style-type: none"> Work with suppliers to reduce the qty of unnecessary packaging in purchased goods and, if applicable, do the same for products sold. This can be achieved by e.g. reducing the size of boxes/not wrapping items in plastic. 	Number of discussions had with suppliers Amount of packaging that is dealt with	Medium term	Warehouse Manager/Director , Sales & Transport Manager	££
<ul style="list-style-type: none"> Ensure staff have the understanding of how to make electronic notes and paper is only used for documents that cannot be dealt with digitally. 	Number of staff using digital processes Amount of paper materials procured/recycled	Short term	Office staff & All employees	£

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ACTION	KPI	TIMEFRAME	RESPONSIBLE	COST
<ul style="list-style-type: none"> Encourage staff to reduce their use of single-use plastics (SUP), particularly with food packaging. Consider the provision of reusable containers 	Number of engagement sessions had with staff Amount of SUP brought into work by staff	Short term	All employees	£
<ul style="list-style-type: none"> There are strong links between procurement and waste. Set up a working group to ensure that procurement decisions are in line with the waste strategy. The working group should include both staff focused on waste and staff focused on procurement to ensure the waste hierarchy principles are embedded into the procurement strategy. 	Number of sustainable procurement training sessions held Sustainable procurement working group set up	Short term	Warehouse Manager/Director, Sustainability Champion (BDM)	£
<ul style="list-style-type: none"> Not all waste contractors accept the same types of waste for recycling. Waste contractors should be assessed on what items can be collected when renewing contracts, especially in relation to commonly occurring types of waste. Consider other waste collection and recycling schemes, such as local community compost groups. 	Review of waste contractors	Medium term	MD, Technical Manager, Warehouse Manager/Director, Waste Service provider	£

6. Procurement

Where we can we prioritise local, sustainable suppliers. We have good, long term relationships with our suppliers so will regularly engage with them to ensure they help us meet our carbon reduction goals.

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ACTION	KPI	TIMEFRAME	RESPONSIBLE	COST
<ul style="list-style-type: none"> Encourage re-use principles for items such as furniture, IT devices, office supplies, and others. 	Reuse policy implemented	Medium term	MD, Sustainability Champion (BDM)	£
<ul style="list-style-type: none"> Adopt a Sustainable Procurement Policy 	Sustainability Procurement Policy adopted No. of suppliers reviewed against the Sustainability Procurement Policy Contract review for non-compliance	Medium term	Warehouse Manager/Director, Technical Manager	£
<ul style="list-style-type: none"> Conduct initial engagement with suppliers to launch the sustainable procurement strategy, set out a commitment for suppliers to take action on GHG emissions. Include targeted engagement linked to individual procurement exercises. Gain an understanding of suppliers' existing commitments, progress to date, and willingness to introduce CRP 	Number of suppliers engaged with/providing GHG emissions	Medium term	MD, Warehouse Manager/Director	£
<ul style="list-style-type: none"> Engage with key suppliers to request that products meet targets & incorporate sustainability considerations into future contracts. 	Number of suppliers engaged with	Medium term	MD, Warehouse Manager/Director, Suppliers	£
<ul style="list-style-type: none"> Paper - environmental stds. e.g. 100% recycled/FSC certified. Link with procurement actions. 	75% paper products that meet FSC standard	Short term	Office Staff, MD, Suppliers	£



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DECLARATION & SIGN OFF

This Carbon Reduction Plan has been completed in accordance with WPPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans. This CRP links to our Sustainability Policy WRB P11.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and approved by the MD.

Name: Russell Bishop

Position: Managing Director

Date: Refer to date in the header of the document

Next review date: 12 months from date of issue (see header), with a tolerance of + 2 months

REVISION HISTORY: (*changes in the latest version are in red text*)

V1 01.12.2024 – First formal issue.

V2 11.12.2024 – Minor correction for readability in section on NET ZERO TARGET section. Revised text is as per that underlined... “make significant reductions to our carbon emissions and then offsetting as a last resort.”